



## Teacher's To-Do List

We recommend you follow this guide of tasks that need to be completed before and at South's BEST. Note that all times listed in this handbook are in the **Central Time Zone**. In addition, South's BEST staff will send out regular updates to the e-mail address provided on the team information form. These updates will contain critical information including scheduling changes and other event logistics. The team is responsible for maintaining a record of these updates and adhering to any changes that occur.

### STEP #1 – Team Information Form

Submit your 2017 Team Information Form to Josh King by 5:00pm (Central Time) on the Monday immediately following your hub competition. Forms should be e-mailed to [josh.king@auburn.edu](mailto:josh.king@auburn.edu) or faxed to 334-844-5740.

### STEP #2 – Hotel Arrangements

Teams should access this link for hotel bookings: [2017 BEST Hotel Reservations](#). Once locating suitable rooms for your group, you will likely have to contact the hotels directly for group rates specific to South's BEST. Following your advancement to South's BEST, Cindy Pugh from the Auburn Opelika Tourism Bureau will contact you to ensure your rooms are booked and to answer any questions you may have regarding the Auburn/Opelika area. Cindy works closely with our local hotels and understands the variety of amenities and price ranges available, thus making her a valuable resource if discussing lodging that works for you and your group. As much as possible, **please DO NOT book hotels outside of this arrangement as booking rooms via this site helps us track the impact of South's BEST in our area.** If Cindy or someone from the Auburn Opelika Tourism Bureau has not contacted you by Wednesday at 5PM, please contact Cindy directly at 334-704-0114 or by e-mail at [cindy@aotourism.com](mailto:cindy@aotourism.com).

### STEP #3 – Engineering Notebook

All teams **must** submit an **Engineering Notebook** in order to compete at South's BEST. The Engineering Notebook should be received by **5PM on the date below**. Team notebooks must be submitted electronically via the following link: <https://driveuploader.com/upload/hQdnPnzbA7/>. Files must be in PDF format (saved as one single document – not multiple) with a file name of "Team# - Team Name.pdf" or "555 - South High School.pdf."

Hub Competition Dates	Submission Deadline (this is NOT a postmark deadline)
September 30	5:00pm CDT, Tuesday, October 17
October 7	5:00pm CDT, Tuesday, October 24
October 14	5:00pm CST, Tuesday, October 31
October 21	5:00pm CST, Tuesday, November 7
October 27/28	5:00pm CST, Tuesday, November 14
November 2/4	5:00pm CST, Tuesday, November 21

## Step #4 – Team Demographics/Minors on Campus Parental Waiver Submission

All teams **must** submit a hard copy of **Team Demographics Form** and an **Auburn University Minors on Campus Consent Form\*** for **every** student planning to attend South's BEST. Minors on Campus forms must be signed (by participant and parent/guardian) and received by the deadlines below, based upon your local hub competition dates. Please submit waivers to the following address:

### COSAM Outreach

South's BEST Team Demographics/Minors on Campus  
131 Sciences Center Classrooms Building  
315 Roosevelt Concourse  
Auburn University, AL 36849

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October 14	5:00pm CST, Tuesday, October 31
October 21	5:00pm CST, Tuesday, November 7
October 27/28	5:00pm CST, Tuesday, November 14
November 2/4	5:00pm CST, Tuesday, November 21

\* The *Auburn University Minors on Campus Consent Form* is required for participation in South's BEST. This form is required to adhere to Auburn University's Minors on Campus policy. For questions regarding this form and/or the AU policy, please contact Josh King at 334-844-8123.

## STEP #5 – Women's Luncheon

Complete the SWSM/Women in Science and Engineering Luncheon Registration found in the Forms Section and submit by Tuesday, November 14<sup>th</sup> to [josh.king@auburn.edu](mailto:josh.king@auburn.edu) or fax to 334-844-5740. Seating is limited and available on a first-come, first-served basis. Each team may submit names for 8 students and 2 adults until all spaces fill. Once Josh has confirmed your school's seats at the luncheon, teams may substitute students into those slots without notifying the South's BEST staff. The 2017 SWSM/WISE Luncheon will be held in the Science Center Auditorium on Saturday, Dec. 2 from 12noon – 1:30PM.

## STEP #6 – Pre-order South's BEST Championship T-shirts

Collect t-shirt pre-orders from your students. Complete the South's BEST Championship T-shirt Pre-Order form found in the Forms Section. Submit the form and payment by Tuesday, November 14<sup>th</sup> using payment information provided on the form. **DO NOT email credit card information** – please call.

## STEP #7 – Web Page Design Submission

To compete in the Web Page Design competition, submit the URL to the following link by Tuesday, November 14<sup>th</sup>: [2017 Web Page Design Submission](#). Judging of webpages will begin on November 15<sup>th</sup>. Be sure your site is active and ready to be judged by this date.

## STEP #8 – Video Competition Submission

To compete in the Video Competition, follow the instructions on the Video Competition Requirements document in this handbook. Videos should be via the following link [2017 Video Competition Submission](#) by the date below:

Hub Competition Dates	Submission Deadline
September 30	5:00pm CST, Tuesday, October 31
October 7	5:00pm CST, Tuesday, October 31
October 14	5:00pm CST, Tuesday, October 31
October 21	5:00pm CST, Tuesday, November 14
October 27/28	5:00pm CST, Tuesday, November 14
November 2/4	5:00pm CST, Thursday, November 14

### **STEP #9 – Marketing Presentation Time Selection (BEST Award Teams Only)**

Marketing Presentations will be held on Saturday, December 2 (9:00am – 12:15pm). Josh King will e-mail you by November 7<sup>th</sup> to schedule your marketing presentations at which time you will e-mail your top two time slot choices to him by Friday, November 10<sup>th</sup>. The final marketing presentation schedule will be e-mailed to the lead teacher by Tuesday, November 14<sup>th</sup> after all teams have submitted their requests.

### **STEP #10 – Accommodations for Students with Disabilities**

If a hearing interpreter is traveling with your party and needs access to areas of the competition site not open to the public, we need to know prior to your arrival to ensure all South's BEST staff members are informed. If you have a student who requires any other accommodations that you believe we need to be aware of, let Josh know.

### **STEP #11 – Student Survey**

Every participating member of your team **must** complete the Student Survey available in the Forms Section of this handbook. Collect all completed student surveys and turn them in at registration during check-in at South's BEST. **We will not distribute your registration packet or pit packet until we have a form for each student in attendance.**

### **STEP #12 – Information for Adults**

Make copies of key sections of this handbook for other adults in the group. Pay particular attention to the information in the following documents:

- Compliance Checklist
- General Information
- Pit Protocol
- Parking Maps

### **STEP #13 – Registration Check-In**

There will be two registration check-in times available to teams. They are as follows:

- Friday, December 1<sup>st</sup>, 3:00 – 7:00pm (Beard Eaves Memorial Coliseum) **OR**
- Saturday, December 2<sup>nd</sup>, 8:00 – 10:00am (Beard Eaves Memorial Coliseum)

The primary/lead teacher should check-in at one of the above registration sessions to receive the competition information packet. **Your team must check in before participating in any scheduled events.**